



DOTD HUMAN RESOURCES (HR) TRAINING

This list provides information on HR training courses that are available internally for the professional development of supervisory and non-supervisory personnel. Completion of HR training courses is maintained in the DOTD Education and Training Computer System (ETRN). ETRN course numbers are shown below in parenthesis following each HR course title. Current courses may be revised, and additional ones developed, as training needs dictate. A schedule for courses can be obtained by contacting: **Peggy Brandes, HQ HR Trainer** at (225) 379-1293 or via email ([click here to email now](#)).

HR training courses required by DOTD Structured Training Programs (STPs)

The HR training courses described below are required by DOTD structured training programs (STPs). Employees must therefore refer to their respective structured training program for guidance on requirements which may include any or all courses listed. To apply for these courses, employees must complete an application form which can be found on the LTRC, Office of Technology Transfer website, <http://ladotnet/training/forms.html>. Completed applications should be forwarded to LTRC via fax (225) 767-9159 or mail to 4101 Gourrier Avenue, Baton Rouge, LA 70808.

Performance Planning and Review for Supervisors (6H013C)

A one-day Comprehensive Public Training Program (CPTP) course taught by DOTD HR staff which provides guidance to DOTD supervisors on the use of the Civil Service PPR system, including how to establish well-defined performance expectations, routinely communicate with employees about

work performance issues and evaluate performance on the basis of objective, written documentation.

Documenting for Performance and Discipline (6H006C)

A one-day CPTP course taught by DOTD HR staff which aids supervisors in the development of documentation skills required to support performance ratings and disciplinary actions. Class participants will complete skill practice exercises in documenting hypothetical workplace occurrences.

Employment Law (44201A)

A one-day course for supervisors which covers employment-related laws critically important to supervisors in their responsibility for managing employees. The course content was developed by the HR and Legal Sections and is presented by HR/Legal staff.

HR training courses required by state or federal law

Some HR training courses required for supervisory and/or non-supervisory employees are not included in a structured training program, but are required by state or federal authorities. Each of these courses has an expiration date. For Headquarters employees, these mandatory HR training courses are announced, scheduled and conducted by the Headquarters HR Section. For district employees, the District Training Coordinators will announce, schedule and conduct such training for employees within their respective districts. Supervisory employees are responsible for ensuring that employees within their units attend such training as required.

Preventing Workplace Violence (Supervisors) (E0061A)

A one and one-half hour course in which supervisors are instructed on how to recognize signs of potential violence, address safety and security issues, manage conflict, defuse violent situations and comply with DOTD's Violence in the Workplace Policy (PPM 53). Expires after three years and must be repeated every three years thereafter.

Preventing Workplace Violence (Employees) (E0062A)

A one hour course for non-supervisory employees which covers signs of potential violence, safety and security issues, anger management, conflict resolution, and compliance with DOTD's Violence in the Workplace Policy (PPM 53). Initial training occurs during *Orientation for New Employees* (E0035A); this refresher course must be completed every three years

thereafter.

Substance Abuse Training for Supervisors (E0027B)

A two-hour course for new supervisors which covers signs and symptoms of substance abuse, employee performance indicators, intervention, enforcement, DOTD's Employee Assistance Program (EAP), and compliance with the Substance Abuse and Drug-Free Workplace Policy (PPM 21). Expires after three years; supervisors must complete the Substance Abuse Refresher for Supervisors (E0029B) every three years thereafter.

Substance Abuse Refresher Training for Supervisors (E0029B)

A one and one-half hour refresher course which focuses on DOTD's Substance Abuse and Drug-Free Workplace Policy (PPM 21) and the Substance Abuse Reference Manual for DOTD Supervisors. Must be taken three years following the initial supervisory training (E0027B) and must be repeated every three years thereafter.

Substance Abuse Training for Employees (E0028B)

A one-hour course for non-supervisory personnel which focuses on DOTD's Substance Abuse and Drug-Free Workplace Policy (PPM 21). Initial training occurs during *Orientation for New Employees* (E0035A); this refresher course must be completed every three years thereafter.

HR training required by DOTD Policy

As DOTD policies are implemented and/or revised, the need may arise for training to support policy directives. The following course(s) are mandated by the Secretary's Policy and Procedure Memorandums (PPMs); reference is made to the corresponding PPM(s) below. For Headquarters employees, this training is scheduled by the Headquarters HR Section. For district employees, the District Training Coordinators will schedule such training for employees within their respective districts.

Orientation for New Employees (E0035A)

A four-hour session which must be completed within six weeks of hire date as required by DOTD's New Hire Orientation Policy (PPM 22). It encompasses a review of the *Orientation Handbook* given to new employees and includes Civil Service rules, hours of work, types of leave, performance planning and review, substance abuse, workplace harassment, workplace

violence, grievance procedure, discipline, benefits and other employment-related matters. This class is scheduled by HQ HR and District HR personnel as the new employee is completing sign-up paperwork.

Additional HR training courses

The Headquarters HR Section offers *optional* courses on an as-needed basis for the professional development of supervisory and non-supervisory personnel. These courses are generally developed as a result of feedback or as special training needs arise. The HQ HR Section will publicize these courses on the HR Intranet homepage and by other electronic means. Requests to schedule these courses should be made to the DOTD HQ HR Training Manager, (225) 379-1293.

How to Select the Best Qualified Employee (E0100A)

A one-day course for interviewing supervisors which provides agency-specific guidelines for screening, interviewing, evaluating and selecting the best qualified candidate for placement into a job vacancy. It also provides detailed explanation of the documentation/forms required to adequately support selection decisions.

HR Hot Topics (EHT001)

A three-hour course for supervisors which covers detailed information on current, new and/or revised Policy and Procedure Memorandums (PPMs). Course content is routinely customized to address the specific training needs/concerns of supervisors.

Workplace Harassment (E0050A)

A two-hour course for supervisory and non-supervisory personnel which provides an overview of workplace harassment issues. Course material covers current law; types of harassment, including sexual harassment; employer/supervisor liability; recognition and resolution of harassment; and procedures for filing harassment complaints.

Writing Position Descriptions (E0014A)

A two-hour course for supervisors which provides basic information on the Civil Service classification and pay system and detailed instruction on how to prepare the official position description form (SF-3).

Writing "SMART" PPR Expectations (E0016A)

A three-hour workshop for supervisors which covers the mechanics of writing performance expectations using the "S.M.A.R.T." method, examples of good and poor performance expectations, supervisory tips, and a practical exercise focusing on writing expectations which align with agency goals. Includes pre-reading material and requires supervisors attending to bring copy of current section/district goals and the current planning document of one direct report.

Additional Information

Any questions regarding the HR Training Program may be directed to Peggy Brandes, the DOTD HQ HR Trainer, at (225) 379-1293 or by email ([click here to email now](#)).

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